



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Office of Grant Procurement, Coordination and Management
406 E. 2nd Street, First Floor | Carson City, Nevada 89701
Phone: (775) 684-0145 | www.grant.nv.gov | Fax: (775) 684-0156

UNCLASSIFIED JOB ANNOUNCEMENT

June 26, 2019

Executive Grant Analyst

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Director.

AGENCY RESPONSIBILITIES:

Established in 2011, the Office of Grant Procurement, Coordination, and Management (Nevada Grant Office) works to provide Nevada state agencies with the coordinated resources to successfully strengthen grant processes in Nevada; improve collaboration across state, local, non-profit and private industry; and improve funding for an enhanced grant landscape in Nevada.

POSITION DESCRIPTION:

The Nevada Grant Office is hiring two executive grant analysts. Though these positions share the same general qualifications, these positions have very different job duties. Applicants must meet both the general and position-specific qualifications and must specify in their letter of intent to which position they are applying. Both positions report to the Administrator of the Nevada Grant Office.

Position A: Executive Grant Analyst: This position provides a broad range of grant and technical assistance and will include editing and reviewing grant proposals for client agencies and community organizations. The position is responsible for the project management of the statewide enterprise grant management system implementation and adoption, as well as for the ongoing ownership of the project post-implementation. This position works closely with the Grant Office Administrator and with a contracted software vendor, various stakeholder agencies, and end users in state agencies, non-profits, and local governments to scope, implement, and socialize the enterprise grant management system. The Executive Grant Analyst A standardizes grant templates and forms with stakeholder buy-in, aligns agencies prior to and throughout implementation, and leads training initiatives throughout the state leveraging technology. He or she also ensures the implemented system accommodates federal and state processes and

regulations and serves as the state's subject matter expert and primary point of contact for the grant management system.

Position B: Executive Grant Analyst: This position provides a broad range of grant and technical assistance. This position works closely with the Senior Executive Grant Analyst on the Grant Office's grant assistance portfolio and to provide, coordinate, and develop training. Grant assistance provided by this position will include working with state agencies, non-profits, and local governments to identify new federal funding opportunities; identify and coordinate partners; consult and project manage special competitive opportunities; and, write, edit and prepare applications for submission by client agencies. The position is responsible for the coordination of agency data collection, analysis, and reporting and the ownership of several agency-produced grant resources, including the *Nevada Grant Manual*. The Executive Grant Analyst B coordinates, develops, and delivers training throughout the state leveraging technology; he or she is tasked with developing a NVELearn course to increase access to grant training.

GENERAL QUALIFICATIONS FOR BOTH POSITIONS:

- A minimum of two years' grant-related experience is required
- Applied knowledge and demonstrated success of grant administration, processes, and application development
- Demonstrated ability to obtain and retain knowledge of federal award regulations, administrative and audit requirements, and cost principles
- Demonstrated ability to interpret federal laws, state laws, and regulations regarding grant funding, contract administration, and reporting
- Demonstrated ability to concurrently manage many tasks of varying priority
- Demonstrated ability to positively represent the state's role in the grant community
- Effective customer service, complaint resolution, and time management strategies
- Demonstrated ability to engage stakeholders from multiple organizations
- History of success in deadline-driven roles
- Excellent organizational skills and detail-oriented working style
- Positive problem-solving abilities
- Strong research, reasoning, critical thinking, and analytic abilities
- Clear and effective written and verbal communication skills to convey a variety of topics and information to all audiences
- Excellent composition skills, to include writing, editing, spelling, and grammar
- Solid professional ethics, discretion, and leadership skills
- Advanced Microsoft Office skills
- High degree of technological literacy
- Bachelor's degree is preferred; an equivalent combination of directly-relevant experience and education is acceptable
- Professional grant certification is preferred

Position A: Executive Grant Analyst Qualifications:

- At least one year of project management experience is required
- Experience leading software implementation/rollout is preferred
- Experience with contracts is preferred

Position B: Executive Grant Analyst Qualifications:

- At least one year of trainer or curriculum development experience is required

- Experience with electronic delivery of training is preferred
- Experience with data collection, analysis and reporting is preferred

APPROXIMATE ANNUAL SALARY:

Up to \$69,709 plus benefits and subject to the 3% July 1, 2019 COLA increase as proposed by the 2019 Legislature. *(Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.)*

BENEFITS:

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

POSITION LOCATION:

Carson City, Nevada

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.

SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:

Nevada Grant Office
Attn: Sharon Usher, Administrative Assistant
406 E Second St, First Floor
Carson City, NV 89701
Email to: grants@admin.nv.gov

In the subject line of your email submission, please reference the one specific position to which you are applying: Executive Grant Analyst A **OR** Executive Grant Analyst B.

In your email or Letter of Interest, please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

The State of Nevada is an Equal Opportunity Employer.